Attachment A

**Acceptable Documentation for Program Eligibility**

Below is an excerpt of a table that expresses acceptable documentation for the Dislocated Worker eligibility requirements in this policy, included in this document for ease of reference.

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| ***Data Element***  | ***Requirement Notes***  | ***Source Documentation Requirements***  |
| Date of Birth/Proof of Age  | Required  | A driver’s license or state ID; report of Transfer or Discharge paper; a copy of a birth certificate; a copy of an age certificate issued by local school officials; public assistance or social service records; federal, state or local government identification card; passport; hospital record of birth; Social Security Administration printout; work authorization permit; official school record; or baptismal record; DD214, cross- matched with Department of Vital Statistics and Tribal Records.  |
| Proof of Name  | Required  | The documentation may be in the form of a driver’s license or state ID; passport; Veteran’s DD214; health insurance card; Social Security card; or school records.  |
| Social Security  | Required  | The documentation may be in the form of a Social Security Card; W-2 form; IRS form letter 1722; pay stubs; Social Security benefits; DD-214  |
| Residency | Required (State DW only) | Driver’s license; public assistance/social service agency verification,insurance policy (residence or auto); landlord statement and/or lease(s); letter from social service agency or school; library card; Medicare or Medicaid card; postmarked mail addressed to applicant; property tax record; rent receipt; school ID; utility bill; or voter’s registration card. Homeless status may be documented in the form of self- attestation; written statement from individual providing temporary residence; written statement from shelter.  |
| Selective Service  | Required (more information can be found in the DEED Selective Service Policy)  | Documentation can be in the form of: * A Selective Service Acknowledgement letter;
* Form DD-214 “Report of Separation”;
* Screen printout of the Selective Service Verification site: [www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx) (For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth;
* Selective Service Registration Card;
* Selective Service Verification Form (Form 3A); and/or  Stamped Post Office Receipt of Registration.
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| Disability Status  | Per DEED’s Office of Diversity and Equal Opportunity- we cannot ask for or obtain this information. It can be self-attestation.  | Self-attestation- counselor can case note that the individual identified a disability. No documentation should be obtained nor maintained in the individual’s file.  |

 Attachment A

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| ***Data Element***  | ***Requirement Notes***  | ***Source Documentation Requirements***  |
| Displaced Homemaker Status (both federal and state DW) | Required if used for eligibility.  | Proof of public assistance; spouse’s layoff notice; spouse’s death certificate; divorce decree; WF1 enrollment in Displaced Homemaker Program or referral from DHP service-provider. Self-attestation allowed if no other documentation is available (must be documented in WF1 case notes).  |
|  Dislocated Worker Status/Date of Actual Qualifying Dislocation  | Required  | Verification from employer, rapid response/employer list, notice of layoff, public announcement with follow-up cross-match with UI, self-attestation if nothing else is available. Note: Date entered into WF1 must match documentation in the individual’s file (data validation).  |
|  Unemployment Insurance Status  | Required if used as the basis for program eligibility.  | Documentation can be an Unemployment Insurance eligibility determination letter, benefit/history payment document provided by individual. Must include individual’s name and show 0 pending issues on eligibility determination letter.  |
| Veteran Status  | Documentation is required to claim veteran status.  | DD-214, cross match with Veterans data, or a letter from the VeteransAdministration.  |
| Temporary Assistance to Needy Families (TANF)/ Minnesota Family Investment Program (MFIP), and or Other Public Assistance | Documentation required if entered into WF1 as a public assistance recipient.  | Documentation may be in the form of: copy of authorization to receive cash public assistance, copy of public assistance check/electronic deposit, medical card showing cash grant assistance, public assistance records, refugee assistance records, cross-match with public assistance database.  |
| Unlikely to Return to Occupation or Industry  | Required if used as the basis for program eligibility.  |  Documentation of justification can be in the form of: * Labor Market Information projections for occupation/industry;
* Analysis of lacking job openings;
* Comparison of individual qualifications required for similar positions;
* Evidence of large numbers of layoffs in occupations/industries which create competition for few job openings and/or;
* Unable to perform tasks, duties in current occupation or industry.

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| Self-Employment  | Required if used as the basis for program eligibility.  |  Documentation of justification can be in the form of: * Tax documents evidencing significant decline in earnings from self-employment;
* Other documentation evidencing decline in earnings;
* Documentation of a failing farm or business due to general relevant economic conditions;
* Documentation of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services;
* Documentation of one or more businesses to which the self-employed obtained a substantial proportion of products or services; and/or
* Documentation of substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the relevant state or local economy.
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| Long Term Unemployed | Required if used as a basis for eligibility. | Self-attestation- individual must provide a statement attesting to the length of time unemployed. The statement must be signed and dated.  |

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*Last updated March, 2019*